**HOUSING POLICY OFFICER**

**Salary £25 – 30,000 p.a. pro rata**

**3-4 days per week**

The Bevan Foundation is Wales’ most influential think tank. Our mission is to end poverty and inequality in Wales.

We generate innovative and effective solutions, based on high quality analysis and engagement with people with experience of poverty and inequality. We inform, inspire and challenge decision-makers to take action to improve people’s lives.

We are a registered charity, independent of any political party or view. We are funded by charitable trusts, donations and subscriptions, and by our social business activity.

**ROLE PROFILE**

**Purpose**

This is an exciting new role in our high impact policy and research team, working on the relationship between the UK social security system and homelessness.

Recent changes to Local Housing Allowance (LHA) are contributing to an increase in homelessness, with aspects of the Welsh housing system exacerbating their impact. The Coronavirus outbreak has showed that action to increase social security payments and to end homelessness is possible.

We want to seize the opportunity for further change, by developing new, effective ideas to reform LHA and devolved housing policies and practices. We will do this by gathering robust evidence, developing detailed proposals for changes that will help to prevent and relieve homelessness, and influencing and persuading decision-makers to take action.

You will have expertise in Welsh housing policy, a good grounding in qualitative and quantitative research methods, and be able to engage effectively with stakeholders as well as with people with experience of homelessness. You’ll be able to communicative effectively and persuasively, in writing and orally.

You’ll be well-organised and able to operate independently, with a track record of delivery against tight deadlines. You’ll also be part of wider team committed to social justice, reporting to the Policy and Research Officer (Poverty).

The project is funded by a charitable trust until 31st March 2022, with the possibility of continuation subject to further funding.

**KEY ACCOUNTABILITIES**

The Bevan Foundation is a small organisation and all staff are expected to make a broad and varied contribution to its work. The key accountabilities of the post-holder are:

**1. Research and analysis (30%)**

* analysis of statistical and other data sources on homelessness in Wales
* undertaking policy and literature reviews
* interviews with stakeholders
* interviews with people with experience of or at risk of homelessness
* drawing out key messages and presenting them clearly in writing and orally.

**2. Policy Innovation (30%)**

* developing practical proposals for changes in policy, legislation, funding and practice;
* understanding the social, economic and political environment for change, and adapting proposals
* presenting a persuasive case for new approaches.

3. **Influencing (30%)**

* ability to identify key audiences and build effective relationships with them
* organise events, publish reports and briefings relevant to different audiences
* produce clear and persuasive messages to achieve change.

**4. Contribution to the wider work of the Bevan Foundation** (10**%)**

* maintain an awareness of the external policy environment;
* help the Bevan Foundation stay at the forefront of policy innovation by contributing to forward planning, communications and funding;
* any other contributions that further and support the work of the Bevan Foundation.

**PERSON SPECIFICATION**

**Essential**

1. Excellent understanding of housing in Wales, including its policy and legislative context and its key institutions.
2. Good research and analytical skills including:
   * the ability to analyse and interpret quantitative data
   * the ability to undertake qualitative research
   * the ability to present findings clearly.
3. Ability to develop practical solutions including:
   * ability to apply findings to new conditions.
   * ability to generate new ideas
4. Excellent communication skills, including an ability to communicate complex ideas effectively and persuasively orally and in a variety of writing styles.
5. Proven ability to meet tight deadlines.
6. Proven ability to use standard Office IT packages including Word and Excel, as well as to learn new software.
7. Good organisational skills and an ability to work independently.
8. Ability to represent the Bevan Foundation e.g. at meetings with stakeholders.
9. Subject to Covid restrictions, willingness and ability to undertake some travel throughout Wales and to work occasional unsocial hours, sometimes involving overnight stays.

Desirable

1. Full, clean driving licence.
2. Ability to speak and understand Welsh
3. Track record of commitment to social justice and its application in policy work.

**HOW TO APPLY**

To apply, please submit a c.v. with covering letter by midnight on Sunday 24th January 2021. Your covering letter should set out your suitability for the role, showing how you meet each item on the person specification. You may use headings if you wish.

Please email your c.v. and covering letter to [info@bevanfoundation.org](mailto:info@bevanfoundation.org)

Interviews will be held on 28th or 29th January 2021 via Zoom.

*Please note that this is a readvertisement.*

**TERMS AND CONDITIONS**

**1. SALARY**

The salary is up to £16,200 p.a. for 22.5 hours per week (equivalent to up to £27,000 p.a. full time). The Bevan Foundation may at its discretion offer a higher or lower initial salary depending on the skills and abilities of applicants.

**2. ANNUAL LEAVE**

Annual leave is 15.5 days per annum (equivalent to 26 days for full-time), plus eight statutory Bank Holidays.

**3. HOURS OF WORK**

This post is 60% of a normal working week of 37.5 hours. Typical hours of work for full-time employees are 9 a.m. – 5 p.m. but may vary to meet the needs of the job. We will consider requests for a different pattern of work provided they are compatible with the needs of the Bevan Foundation.

Overtime is not normally paid for additional hours worked but may be taken as time off in lieu.

**4. STATUS**

The post offered on a fixed term basis to March 2022 subject to satisfactory performance. It may be extended if additional funds are secured. As with all posts in the Bevan Foundation the post holder is expected to help to secure future funding.

**5. PENSION SCHEME**

The Bevan Foundation contributes a percentage of employees’ salary to either an auto-enrolment scheme or pension scheme of the employee’s choice.

**7. LOCATION**

The Bevan Foundation’s office is in Merthyr Tydfil town centre, close to the bus and rail station and pay & display parking. During Covid restrictions employees are mostly working remotely, with a skeleton staff in the office on a rota basis.

**6. REMOVAL AND RELOCATION EXPENSES**

The Bevan Foundation regrets that it is unable to offer assistance with removal and relocation expenses.

**8. PROBATIONARY PERIOD**

New appointments are subject to a six month probationary period.

**9. POLITICAL IMPARTIALITY**

The Bevan Foundation is an independent and politically impartial organisation. We expect all staff to uphold the principle of impartiality in the course of their duties. We appoint candidates solely on their ability to perform the duties required of them.

**10. EQUALITY AND DIVERSITY**

The Bevan Foundation recognises the positive value of diversity, promotes equality and challenges unfair discrimination. We will not discriminate or tolerate discriminatory behaviour on the grounds of race, colour, sex, transgender, disability, nationality, national or ethnic origin, religion or belief, marital/partnership or family status, sexual orientation, age, social class, educational background, employment status, working pattern, trade union membership or any factor irrelevant to employment.

14th January 2021